

***Principal Clerk – Part Time
Assessors Office***

A part-time position of ***Principal Clerk in the Assessors Office*** will be available to qualified applicants effective immediately. This is a part-time position with the work period to occur within the hours of 8:00 a.m. to 4:00 p.m. Hours to be flexible and to the optimum benefit of the Board of Assessors

Applicants should possess the following knowledge, skills and abilities:

- * Knowledge of personal computers, including Microsoft Office and related software.
- * Knowledge of principal and practices of organization, planning, record management, research, and general administration.
- * Ability to communicate effectively both verbally and in writing with members, staff, employees and public.
- * Ability to operate standard office equipment including but not limited to computers, typewriters, copiers, calculators and facsimile machines.
- * Ability to follow oral and written instructions.
- * Must have a Massachusetts driver's license in good standing

Please outline your present position, duties performed and a resume of your prior experience, along with personal references.

Salary: As required by The "The Union Agreement" currently in effect.

Hours: This is a part-time position consisting of 25 hour, to be scheduled for the optimum benefit of the Board of Assessors.

Apply: Daniel Lee, Chairman
Holbrook Board of Assessors
Town Hall
50 North Franklin Street
Holbrook, MA 02343